



OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.mt.gov
(406) 444-3095
888-231-9393
(406) 444-0169 (TTY)

Denise Juneau
Superintendent

MEMORANDUM

To: Special Education Directors/Cooperative Directors
From: Frank Podobnik, Part B/Data and Accountability Unit Manager
Date: January 7, 2009
Re: Program Narrative Update

The Administrative Rules of Montana (ARM 10.16.3220) and Federal Regulations (CFR 300.201) require that school districts have in effect policies, procedures and practices that are consistent with state and federal regulations. The ARM 10.16.3220 also requires that each local education agency (LEA) or education cooperative have on file with the Superintendent of Public Instruction a written program narrative that describes the policies and procedures used for the provision of special education and related services. Because of the changes in both state and federal regulations following the revision of IDEA in 2004, it is necessary for the Office of Public Instruction to request an updated program narrative from each LEA/Cooperative.

Please note that the Program Narrative Outline and Checklist form has been shortened substantially to reflect the changes in the Annual Application process through the use of EGrants.

Please complete the attached Program Narrative Outline and Checklist and return it along with the required documentation to:

Frank Podobnik
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

Attachment

PROGRAM NARRATIVE OUTLINE AND CHECKLIST

POLICIES AND PROCEDURES FOR THE CONDUCT OF SPECIAL EDUCATION TO ADDRESS THE REQUIREMENTS OF 34 CFR 300.201 OF IDEA

District/Cooperative Name: _____

LEA and State Agency Eligibility – Specific Conditions

Sec. 300.201 Consistency with State policies.

The LEA, in providing for the education of children with disabilities within its jurisdiction, must have in effect policies, procedures, and programs that are consistent with the State policies and procedures established under Secs. 300.101 through 300.163 and 300.165 through 300.174. (Authority: 20 U.S.C. 1413(a)(1))

10.16.3220 PROGRAM NARRATIVE (1) Each local educational agency or education cooperative must have on file with the Superintendent of Public Instruction a written program narrative that describes policies and procedures used for the provision of special education and related services within the local educational agency or education cooperative. The policies, procedures, and services in the narrative shall be consistent with state policies and address the requirements of 34 CFR 300.101 through 300.163 and 34 CFR 300.165 through 174.

(2) If a local educational agency participates in an education cooperative under 20-7-451 and 20-7-457, MCA, the local educational agency must submit a single program narrative through the cooperative. (History: 20-7-402, MCA; IMP, 20-7-403, 20-7-414, MCA; NEW, 1977 MAR p. 277, Eff. 8/26/77; AMD, 1993 MAR p. 1913, Eff. 8/13/93; AMD & TRANS, 2000 MAR p. 1048, Eff. 7/1/00; AMD, 2007 MAR p. 678, Eff. 5/25/07.)

I. Sec. 300.109 FULL EDUCATIONAL OPPORTUNITY GOAL (FEOG).

Note: If the program narrative is for a cooperative or for multiple districts, each district's policy must be provided.

Provide a copy of the district(s)' policy which identifies the age range for which education is provided to all students.

| Attached | OPI |
|----------|-----|
| | |

II. Sec. 300.111 CHILD FIND

Each application must include written procedures that ensure that all children with disabilities residing within the boundaries of the LEA, including children with disabilities who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated. The requirements apply to highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though they are advancing from grade to grade.

NOTE: If the applicant applies for IDEA Part B funds for multiple districts (e.g., cooperative or consortium), the written procedures must identify what, if any, differences in procedures are implemented in any specific district.

1. Describe the procedures used to annually inform the public of all child find activities, for children birth through 21, and identify the title of the coordinator.
2. Describe the procedures used for collecting, maintaining and reporting data on child identification.
3. Describe the procedures for child find activities (including audiological, health, speech/language, and visual screening and review of data or records for students who have been or are being considered for retention, delayed admittance, long-term suspension or expulsion or waiver of learner outcomes) in each of the following age groups. Include in the description the role and responsibilities, if any, of other public or private agencies.
 - A. **Infants and Toddlers (BIRTH THROUGH AGE TWO)**
Describe procedures for referral of infants and toddlers to the appropriate early intervention agency or procedures for conducting child find.
 - B. **PRESCHOOL (AGES 3 THROUGH AGE 5)**
Describe procedures for staff participation in Part C transition planning conferences; indicate frequency and location of screenings; Describe efforts to coordinate with other agencies (include a copy of any Interagency Agreements or Memorandums of Understanding regarding Part C to Part B transition or preschool child find activities); Follow-up procedures for referral and evaluation; and Procedures for responding to individual referrals.

| Page/Cite | OPI |
|-----------|-----|
| | |
| | |
| | |
| | |
| | |

- C. **IN-SCHOOL (AGES 6 THROUGH 18)**
 - (1)Referral procedures, including teacher assistance teams, parent referrals and referrals from other sources; and follow-up procedures for referral and evaluation.
 - (2) Include a description of the procedures the district uses to ensure that all initial evaluations are conducted within the 60-day timeline established in 34 CFR 300.301 (c).
 - (3) This district uses the following procedures for SLD identification:
 _____RTI; _____Discrepancy.

| Page/Cite | OPI |
|-----------|-----|
| | |

If the district has elected to use a response to scientific research based intervention in learning disability identification, it must identify the subject areas (language arts, math, reading), grades and schools for which such procedures apply.

D. **POST-SCHOOL (19 THROUGH 21)**

Individuals who have not graduated from high school with a regular diploma and who were not previously identified. Describe coordination efforts with other agencies.

| Page/Cite | OPI |
|-----------|-----|
| | |

E. **Private Schools (Note: This includes home schools)**

Child find procedures addressing the provisions of 10.16.3125(1)ARM; and follow-up procedures for referral and evaluation.

| Page/Cite | OPI |
|-----------|-----|
| | |